

Personal History Checks Policy Statement

Personal History Checks

Information for Associated Providers

Churches of Christ in Queensland (COFC) is committed to ensuring that all people who deliver services to older Australians are safe, suitable and appropriately screened.

This statement outlines how personal history checks are managed and the expectations for Associated Providers delivering services on behalf of, or in partnership with, COFC.

Our Commitment

COFC is committed to delivering safe, high-quality care by ensuring that all workers are appropriately screened and assessed for suitability.

Personal history checks support:

- The safety and wellbeing of individuals receiving care
- The prevention of abuse, neglect and harm
- Compliance with legal and regulatory requirements

All checks are conducted, recorded and monitored as part of COFC's governance and workforce compliance systems.

Why Personal History Checks Matter

People receiving aged care have the right to feel safe and be supported by trustworthy and competent workers.

Under the Aged Care Act 2024, providers must ensure that workers are:

- Suitable to work with vulnerable people
- Not subject to banning orders or restrictions
- Properly qualified and safe to deliver services

This applies to COFC and all Associated Providers delivering care or services.

Who Must Be Screened

Personal history checks apply to:

- Employees
- Contractors and subcontractors
- Volunteers (with limited exceptions)
- Students and placement workers

Associated Providers must ensure that all personnel delivering services on behalf of COFC meet these requirements.

Types of Checks Required

Depending on the role and level of risk, the following checks may be required:

National Police Check (NPC)

- Required for all workers
- Must be current (no more than 3 years old)
- Used to assess criminal history and suitability

Aged Care Worker Requirements

Workers must also:

- Declare any serious criminal offences (including overseas offences)
- Not have convictions for serious violent or sexual offences

Aged Care Banning Orders

- Workers are screened against the Aged Care Quality and Safety Commission banning orders register
- Individuals subject to banning orders may not deliver aged care services

Additional Checks (Where Applicable)

Depending on the role, additional checks may include:

- NDIS Worker Screening Check (where services involve NDIS participants)
- Working with Children Check (Blue Card) (for roles involving children)
- Bankruptcy and Personal Insolvency Checks (for key personnel)

- Professional registration (e.g. AHPRA) for regulated health professionals

Responsibilities of Associated Providers

Associated Providers must ensure that:

- All workers have current and valid checks before delivering services
- Records of checks are maintained and available for review
- Workers remain compliant throughout their engagement
- Any changes to a worker's suitability are reported immediately

Associated Providers must not allow any person to deliver services if they:

- Do not meet screening requirements
- Are subject to a banning order
- Present an unacceptable risk to individuals receiving care

Ongoing Monitoring and Disclosure

Personal history checks are not a one-off requirement.

Workers must:

- Maintain current checks
- Immediately inform their employer if they are charged with or convicted of an offence that may affect their suitability

COFC and Associated Providers monitor compliance on an ongoing basis to ensure safety and risk are actively managed.

Privacy and Confidentiality

All personal information collected through screening processes is handled in accordance with privacy laws and COFC policies.

Information is:

- Collected for lawful and necessary purposes
- Stored securely
- Used only to assess suitability and compliance

Shared Responsibilities

Personal history checks are a shared responsibility.

- COFC provides governance, policies and oversight
- Associated Providers are responsible for ensuring their workforce meets all screening requirements

Together, we ensure that only safe, suitable and qualified workers deliver services to people receiving aged care.